



Proposed

DUTY STATEMENT	
Classification: Program Technician	Position Number: 835-429-9927-9XX
Division/Office/Section: DOR/Recycling Program Certification & Registration Branch/Industry Services Section	
Location: 801 K Street, Sacramento, CA 95814	Effective Date:
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervisor's Name: Walt Simmons	
Collective Bargaining Identifier (CBID): R04	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under close supervision of the Recycling Specialist III (Supervisory), the Program Technician will review and process detailed technical forms and files; maintain and generate data reports; evaluate spatial relationship of program features with the Convenience Zone (CZ) Unit's computerized mapping system; assist in projects relating to the dealer and supermarket data research and management for the CZ Unit; provide detailed information and/or direction to the public and employees for Handling Fee (HF) eligibility determination and payment status.

ESSENTIAL FUNCTIONS

- 35% Create, develop, and generate various technical reports and projects using the Division of Recycling Integrated Information System (DORIIS), as well as other software applications (e.g., Access, Excel, PowerPoint, Word, etc.). Design, develop, track, and prepare comparative data review for dealer and supermarket records. Develop and document a procedures manual on how each type of report is generated, tracked, updated, and maintained. Conduct required database comparative searches; generate database reports; and work on special projects related to the CZ Unit's maintenance of dealer, supermarket, and convenience zone data.
- 25% Perform data entry and review completeness of information provided in Progressive Grocer Guide (PGG) monthly data products. Create DORIIS records for new business entities found in PGG. Proofread for accuracy, correctness, and completeness of data entry and reports.
- 25% Utilize the CZ Unit's computerized mapping system and other data sources to determine HF eligibility for follow-up telephone and e-mail-based HF eligibility inquiries. Respond to telephone and e-mail inquiries for HF payment status. Utilize the CZ Unit's computerized mapping system, aerial maps from websites, and DORIIS data to gather information for assistance in determining physical locations of dealers and supermarkets, and to provide assistance for feature locations in maintaining accurate records for convenience zones.
- 10% Perform required data entry, maintenance, updates, and data processing using DORIIS and other applicable software applications (e.g., Access, Excel, PowerPoint, Word, etc.). Assist in scanning, uploading documents as attachments in DORIIS, photocopying, faxing, digital imaging, and other administrative functions for the Unit.

MARGINAL FUNCTIONS

- 05% Assist with mass mailing of notices, announcements, or advisories sent either by email or by regular mail to program participants. Perform and assist with other projects as assigned.